

Document No. 6

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Auth: ~~SECRET~~ 77/1763

Date: 240378 By: 023

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9 December 1953

MEMORANDUM FOR: Assistant Management Officer, DD/A

THROUGH : Assistant Management Officer, DD/P

FROM : [REDACTED]

SUBJECT : Comments on Travel Facilities Provided for Agency Employees.

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1. The following comments were expressed during the course of a Clandestine Services staff study and are transmitted to you for information and such action as you deem appropriate.

2. These questions were raised by a Senior Administrative Officer of DD/P:

a. Should not Central Processing Branch separate the handling of PCS and TDY travelers?

Comment: Persons traveling on TDY have specific problems with regard to return to headquarters, travel arrangements, etc.

b. Should not CPB provide VIP treatment for Agency Officials and streamline the steps for frequent travelers?

Comment: Frequent travelers are well informed on the majority of processing steps.

c. Should a procedure be installed in Transportation Branch, Logistics Office to inform traveler of status of packing, storage, and port call for household furnishings?

Comment: A tickler system would provide for easy reference in lieu of numerous calls by Agency employees.

d. How are we ensuring that common carriers are giving Agency personnel the best accommodations available?

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Comment: Common carriers generally provide the best available space to individuals or commercial firms who actually pay the same price as the Government pays for its travelers.

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